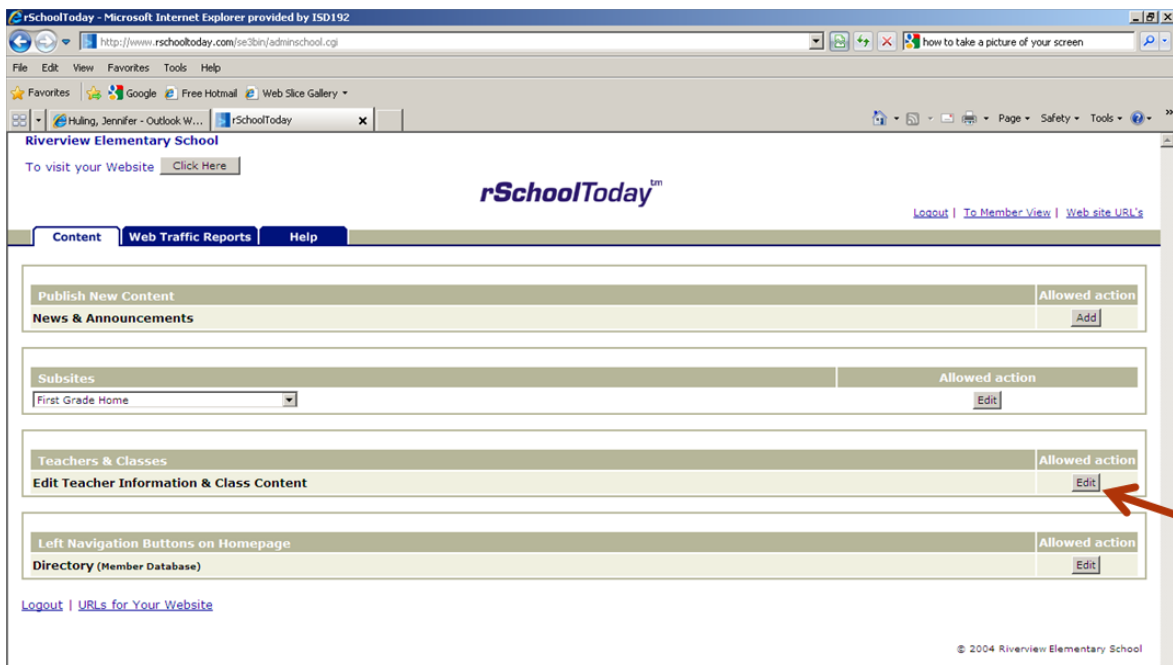
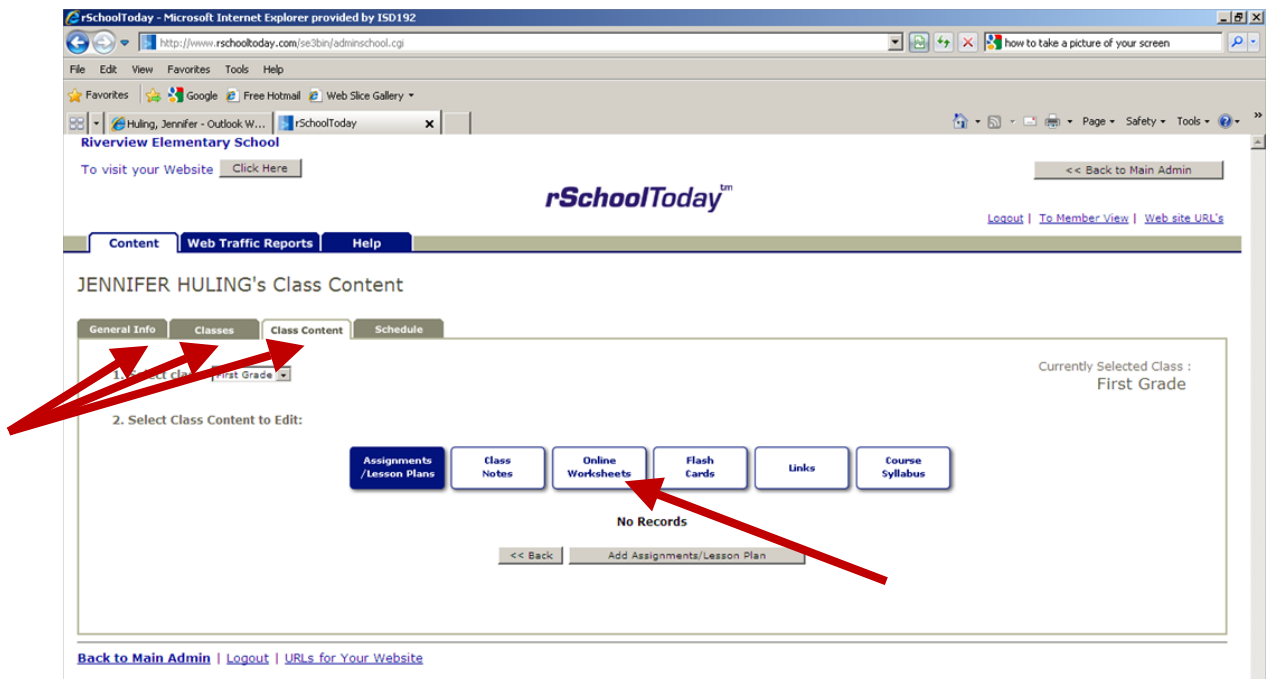


Steps in creating online worksheets (tests, or assessments) using rSchooltoday.

1. Click on the **Edit** button next to Edit Teacher Information and Class Content



2. Begin by making sure that your **General Information** and **Classes** are set up using the appropriate tabs.
 - a. Click **Class Content** Tab
 - b. Click the **Online Worksheets** button



3. The **Online Worksheet window** will look like this (Always click Save Changes before you move onto the next tab):
- a. Click on the **Subjects** tab
 - i. Type in subjects you would like to have on your classes' webpage.

Online Worksheets: Subjects

Currently Selected Class: 'First Grade'

General Info | **Subjects** | Test Names | Questions | Test Results

Type the name of a subject to add to the list and click save. (Example: Math, History, Music, etc.)

Subject name: Save

Delete	Move	Subject name	Display on website	Edit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Math	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit
<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit

Back to Teachers Save changes

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- b. Click on the **Test Names** tab
 - i. Select **Subject** in the drop down
 - ii. Select **Add New Worksheet** or **Worksheet Library**

Online Worksheets: Tests

Currently Selected Class: 'First Grade'

General Info | Students | Subjects | **Test Names** | Questions | Test Results

1. Select the subject you wish to work with.

Subject name:

2. Create a New Worksheet

- OR -

Subscribe to an Existing Worksheet

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- iii. Type in **Worksheet Name**
- iv. Make decisions about **sharing, scoring, and reporting** of test results
- v. Click on **Save Changes**

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rSchoolToday - Microsoft Internet Explorer provided by ISD192

http://www.rschoolday.com/se3bin/adminschool.cgi#Administrator's-Permissions

Currently Selected Class: 'First Grade'

Online Worksheets: Tests

General Info | Students | Subjects | **Test Names** | Questions | Test Results

Subject name: Math

Type the name of a new Worksheet and click save.

Worksheet Name:

You can choose to share this worksheet with other teachers:

- ☐ Share this worksheet with my school only
- ☐ Share this worksheet with ALL rSchoolToday schools
- ☐ Don't share this worksheet

You can choose whether to show the correct answers or just the score to the student when the test is finished

- ☒ Show score and correct answers to the student when the test is finished
- ☐ Do not show the correct answers, just the score, when the test is finished

You can choose whether to receive worksheet results via email

☐ Send test results to:

Save changes

- c. Click on **Questions Tab**
 - i. Find **Subject Name** in the drop down
 - ii. Find **Test Name** in the drop down
 - iii. Click on **Add New Question**

Document1 - Microsoft Word

rSchoolToday - Microsoft Internet Explorer provided by ISD192

http://www.rschoolday.com/se3bin/adminschool.cgi#Administrator's-Permissions

Currently Selected Class: 'First Grade'

Online Worksheets: Questions

General Info | Students | Subjects | Test Names | **Questions** | Test Results

1. Subject name: Math

2. Test name: test

Print Worksheet/Test

☐ - randomize order

Math: test Add a new question

iv. Choose the **type of question** you would like to add and click Continue.

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http://www.rschoolday.com/se3bin/adminschool.cgi#Administrator's-Permissions

Add a new question

Select the button next to the type of question you wish to add.

☒ True/False
☐ Multiple Choice
☐ Matching
☐ Short or Long Answers

<< Back Continue >>

v. Type in needed information in the fields.

vi. If you want to upload an image to put on the question, click **Browse** and then find the image.

vii. Click **Save Question** when finished.

Document1 - Microsoft Word

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http://www.rschoolday.com/se3bin/adminschool.cgi#Administrator's-Permissions

Multiple Choice

Type your question and answers in the boxes below. You may upload images for each if applicable. When the student takes the test, answers to this question will be randomly shuffled.

Instructions/Directions:

Question:
(250 characters or less)

Optional image upload: **Browse...**

ALT text:

Correct answer:

Optional image: **Browse...**

ALT text:

Done

Internet 100%

d. Continue steps iii – vii until you have completed all of your test questions.

- e. When you are finished:
- Use the **Preview** link to preview each question
 - You may **Print** using the Print button
 - You may move the questions around using the **Move** arrows
 - You may put the questions in random order using the **randomize order** check box.
 - Click on **Back to Teachers** when you are comfortable with your Online Worksheet.

Microsoft Internet Explorer provided by ISD192

rschoolToday - Microsoft Internet Explorer provided by ISD192

http://www.rschoolday.com/se3bin/adminschool.cgi#Administrator's-Permissions

Online Worksheets: Questions

Currently Selected Class: 'First Grade'

General Info | Students | Subjects | Test Names | Questions | Test Results

1. Subject name: Math

2. Test name: Unit 9

Print Worksheet/Test

☐ - randomize order

Math: Unit 9 Add new question

Delete	Move	Question	Type	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	9 - 4 + 5 =	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	30 + 40 + 5 =	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	Yesterday, Pat found ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	There were 34 carrot ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	The store sold 41 sn ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	There are 16 books o ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	At the pet store Jam ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	The store has 8 corn ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	There are 15 people ...	Multiple Choice	Preview	Edit
<input type="checkbox"/>	<input type="checkbox"/>	There are 6 children ...	Multiple Choice	Preview	Edit

Back to Teachers Save changes

Internet 100%